

CIVIL RIGHTS REQUIREMENTS

for the

Summer Food Service Program (SFSP)



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Revised April 2015

SFSP CIVIL RIGHTS REQUIREMENTS

As part of the Civil Rights Act of 1964 and other authorizing legislations, a continuing effort is made to ensure that all people have the opportunity to participate in the Summer Food Service Program (SFSP) and that no participant is discriminated against because of race, color, national origin, sex, age, or disability.

Responsibilities for SFSP Sponsors

PUBLIC NOTIFICATION

1. Display the USDA nondiscrimination poster “...*And Justice for All*” provided by the Child Nutrition Unit in a prominent place in the administrative office and at each SFSP site.
2. Inform potentially eligible persons, applicants, participants and grassroots organizations (particularly those in underserved populations) of programs or changes in programs. This includes information pertaining to eligibility, benefits and services, the location of local facilities or service delivery points, and hours of service. This information can be communicated by methods such as, but not limited to, Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, computer-based applications and bulletins.
3. Provide appropriate information, including Web-based information, in alternative formats for persons with disabilities.
4. Convey the message of equal opportunity in all photographic and other graphics used to provide program or program-related information.
5. Include the following nondiscrimination statement on all appropriate USDA Food and Nutrition Service (FNS) and agency publications, Web sites, posters and informational materials provided to the public:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or

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letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

An option for alternate wording is offered if the material is too small to permit the full statement to be included. If use of an alternate statement is appropriate, at a minimum it is to read:

“This institution is an equal opportunity provider.”

If this alternate statement is utilized, **it must be in a print size no smaller than the text**, a condition not required when material includes the full statement.

DATA COLLECTION AND MAINTENANCE

1. For new sponsors: submit *Civil Rights Pre-Award Survey* as part of the original agreement. **This requirement is for new sponsors only.**
2. Determine the number of potentially eligible beneficiaries by racial or ethnic category for the area served by the institution each year. A sample *Civil Rights Potential Beneficiary Data Determination Form* and school population data are attached.
3. Collect actual beneficiary data by racial or ethnic category for **each** site under the sponsor's jurisdiction. A sample *Civil Rights Data Collection Form* is attached. Sponsors of residential camps must collect and maintain this information separately for each camping session. The sponsor may use visual identification to determine a beneficiary's racial/ethnic category.
4. Maintain all SFSP records on file for three years after the date of submission of the final claim for reimbursement for the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed, as required by Program regulations.
5. Ensure that all civil rights data is maintained under safeguards, restricting access of records only to authorized personnel.

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TRAINING

1. All “frontline staff” who interact with applicants or participants as well as those persons who supervise “frontline staff” must be provided civil rights training on an annual basis. Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures and directives.
2. Specific subject matter for civil rights training must include, but not be limited to:
 - a. Collection and use of data (FNS 113-1, page 17)
 - b. Effective public notification systems (FNS 113-1, page 13)
 - c. Complaint procedures (FNS 113-1, page 29)
 - d. Compliance review techniques (FNS 113-1, page 19)
 - e. Resolution of noncompliance (FNS 113-1, page 24)
 - f. Requirements for reasonable accommodation of persons with disabilities (FNS 113-1, page 4)
 - g. Requirements for language assistance (FNS 113-1, pages 9-10)
 - h. Conflict resolution (FNS 113-1, page 3)
 - i. Customer service (FNS 113-1, pages 1-3)

LIMITED ENGLISH PROFICIENCY (LEP)

1. Local agencies that fail to provide services to persons with Limited English Proficiency (LEP) may be discriminating on the basis of national origin.
2. Agencies are required to take reasonable steps to assure meaningful access to the information and services they provide. Reasonable steps would include providing translators or appropriate translations of Program materials and applications.
3. What constitutes the need for reasonable steps is contingent on a number of factors:
 - the number of LEP persons served;
 - the frequency LEP persons that come in contact with services;
 - the nature and importance of the services; and
 - the resources available to recipients and costs.

EQUAL OPPORTUNITY FOR RELIGIOUS ORGANIZATIONS

1. Faith-based and community-based organizations (FBOs and CBOs) have a long history of involvement in Federal nutrition assistance programs and a tradition of supporting low-income people by providing a wide range of social services. These organizations are important and longstanding partners in the U.S. Department of Agriculture's efforts to provide nutrition assistance to those in need.
2. Nutrition assistance program policy encourages the participation of FBOs/CBOs on an equal footing with other kinds of local cooperating organizations, and avoids barriers that would make their participation difficult. In addition, the Food and Nutrition Service (FNS) has undertaken special initiatives that recognize the role of FBOs/CBOs in serving low-income people.
3. USDA promulgated a regulation on July 9, 2004 to ensure the elimination of unwarranted barriers to the participation of faith-based organizations in USDA-funded programs on the basis of religion. The regulation, titled *Equal Opportunity for Religious Organizations* is codified at 7 CFR Part 16, and ensures a level playing field for the participation of faith-based organizations and other community organizations in USDA programs.

The USDA's Civil Rights Instruction, FNS 113-1 rev. 5 (11/8/05) titled *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities*, is available at www.fns.usda.gov/cr/Documents/113-1.pdf.



For more information on the SFSP, visit the CSDE's [SFSP](#) Web site or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/civilpktsfsp.pdf.